

**GOLDSMITHS  
University of London**

**ACADEMIC BOARD**

**ACADEMIC DEVELOPMENT COMMITTEE**

**Minutes of the meeting held on 16 October 2007 at 2.00pm**

- Present:** Professor Nirmala Rao (in the Chair), Ms Vicky Annand, Dr Philip Broadhead, Professor Michael Dutton, Mr Geraint Fox, Dr Andrea Gilroy, Ms Hannah Bullivant (for items 1-8) Mr Jack Gillis (for items 1-8) , Dr Helen Jones, Mr Gerald Lidstone, Professor Carrie Paechter, Mr Bob Westaway, Professor Geraint Wiggins.
- In attendance:** Head of Quality and Governance, Director of Professional Development (for items 1-15), Quality and Governance Administrator (Secretary).
- Apologies:** Dr Gavin Butt

**OPEN BUSINESS**

**1 NEW MEMBERS AND SECRETARY**

The Chair welcomed the 2006-07 Students' Union representatives, Ms Hannah Bullivant and Mr Jack Gillis, and Ms Jessica Pavlos, Quality and Governance Administrator, who had been appointed Secretary to the Committee. The Chair thanked the outgoing Secretary, the Head of Secretariat (not present), and Professor Michael Dutton, for whom this was the last meeting of Academic Development Committee.

Noted:

that another member from Group D (as specified in Ordinance 2) would be appointed to the Committee in due course.

**2 MINUTES**

**Resolved:**

that the Minutes of the meeting held on 16 May 2007 be approved, with the following minor amendment to Item 2:

- (i) that the College had succeeded in obtaining **99** 97 Additional Student Numbers ~~for 2007-08~~ over 2007-08 and 2008-09 as a result of the LLN bid reported to the previous meeting;

**3 STANDING ORDERS**

Received:

the revised Standing Orders for all College committees approved by Council with effect from 1 September 2007, together with an explanatory note from the Secretariat on the changes made (07-306).

#### **4 CONFLICTS OF INTEREST POLICY**

Received:

the Conflicts of Interest Policy, containing a section concerning the declaration of conflicts of interests by committee members (07-307).

#### **5 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP**

Received:

a statement of the terms of reference, composition and membership of the Committee for 2007-08 (07-325).

Noted:

- (i) that Point 3 of the Terms of Reference needed clarification, particularly in relation to the interface with other committees, such as Learning and Teaching Quality Committee and Research and Knowledge Transfer Committee, with regards to collaborative partnerships;
- (ii) that the Committee should clarify the framework within which its strategic aims deliver the outcomes of academic growth and quality, as well as how it defines development.

**Resolved:**

that a working group be formed with the purpose of further clarifying the strategic aims of the Committee and the Terms of Reference, in relation to formulating an appropriate framework within which to make strategic decisions.

#### **6 ANNUAL REVIEW OF THE COMMITTEE**

Noted:

that the Committee should consider what level of support and information new members should receive as part of their induction.

**Resolved:**

that the Review Report (07-326) be finalised by the Secretary in the light of discussion at the meeting.

#### **7 INDIA STRATEGY GROUP**

*(Minute 4, 12 February 2007 refers)*

Received:

- (i) an oral report from the Chair;
- (ii) two tabled papers (07-356 and 07-357).

Noted:

- (i) that there was potential for links between the College and the Administrative Staff College of India, but that at present the India Strategy Group needed more clearly defined functions or aims;
- (ii) that procedures for approving staff travel and monitoring international staff links needed to be improved to maximise the benefits of international links (notably to keep track of staff members, avoid unnecessary “repeat travels”, and be able to draw on the experience and links already formed by other staff members);
- (iii) that there were advantages both for individual staff members and the College as a whole to create and foster international links;
- (iv) some concern about the confidentiality of personal links forged by staff members.

*[Secretary’s Note: the Information Commissioner’s publications and the College’s Staff Privacy Statement make clear that anything which a member of staff does in a professional capacity is, prima facie, information generally available to the public (and thus also to anyone in College).]*

**Recommended:**

**that in order for international strategies to thrive, they must include some formal processes for**

- (i) bidding for travel funding**
- (ii) reporting travels both before and after the fact**
- (iii) centrally storing information regarding international staff links.**

**Resolved:**

- (i) that the India Strategy Group would establish clear strategic aims with regard to developing international links and encourage wider participation from throughout the College;
- (ii) that the feasibility of establishing a database of international links, particularly with reference to information law, would be investigated.

## **8 INTERNATIONALISATION AND THE CURRICULUM**

Received:

a report from the Academic Registrar (07-333).

Noted:

- (i) that the College’s internationalisation strategy must extend from being solely recruitment-focussed, and should also focus on other areas, such as exchange programmes and curriculum development;
- (ii) that establishing an institutional internationalisation scheme would be a major project, and would require resources for staff training, development of more flexible forms of study, and changes to the curriculum;
- (iii) that the College’s lack of a credit framework was a significant barrier to, among other things, the acceptance of international exchange students;

- (iv) that the College had a need for an International Strategy (*Minute 7, 16 May refers*) which would provide a framework within which to formulate ideas regarding internationalisation, perhaps combined with the support of an International Office.

## **9 CHINA STRATEGY**

Received:

a report from the Pro-Warden (Research and Enterprise) on developments concerning relations with China, in particular in the light of his recent visit (07-327).

Noted:

- (i) that the proposal for creating educational links with China represented an important strategic development for the College;
- (ii) that the proposal for the introduction of a dual degree MA programme in Media and Communications, in collaboration with Shanghai University, would be considered in detail through the normal programme approval process (ie subject to the approval of the detailed case by Learning and Teaching Quality Committee).

## **10 PARTICIPATION IN THE ERASMUS PROGRAMME**

Received:

a report from the Director of Professional Development (07-334).

Noted:

- (i) that participating in the Erasmus programme was a huge undertaking with significant resource implications.
- (ii) that while it had been noted that students desired increased opportunities to participate in international programmes, and that the resultant fully-funded student numbers were important for growth, the College would need to be fully aware of the administrative cost of participating in such a programme;
- (iii) that the College would need a formal strategy to gauge its desire and capacity to engage in programmes such as Erasmus.

**Resolved:**

that a working group be formed by the Academic Registrar and the Director of Professional Development to conduct a cost-benefit analysis of the Erasmus and Erasmus Mundus programme, and to develop a strategy to take this forward.

## **11 ADMISSIONS REPORT**

Received:

a report from the Registry on student admissions in the Autumn term 2007 (07-328).

Noted:

- (i) that recruitment was significantly better this year than expected;

- (ii) that in the future, targets would be presented as one figure for each department.

## **12 ACCESS AGREEMENT**

Received:

a report from the Pro-Warden (Students and Learning Development) on the Access Agreement (07-329).

Noted:

- (i) that the College had exceeded the target for entry for disadvantaged socio-economic groups and is within 2% of the state school entry target;
- (ii) that there were inherent difficulties relating to the use of HESA data in that the data was published after the College was required to make its report to the Office for Fair Access, therefore it was necessary to use provisional calculations;
- (iii) that OFFA had confirmed that it was satisfied with the performance of Goldsmiths against its Milestones.

## **13 LIFELONG LEARNING NETWORKS**

Received:

a progress report on Lifelong Learning Networks, incorporating a proposal for a progression agreement with Lewisham College (07-330).

Noted:

that the College has made progress with Lifelong Learning Networks (LLNs).

**Recommended:**

**that the proposed progression agreement with Lewisham College in Computing, as part of the Creative Way Partnership, as set out in paper 07-330 be approved as a means of admission to Goldsmiths, subject to any necessary minor drafting amendments.**

## **14 THE SCHOOL CURRICULUM FOR AGES 14-19**

Received:

a report from the Head of Student Recruitment and Admissions (07-331).

Noted:

the recommendations made in the paper, namely:

- (i) that the recruitment team work to disseminate information to UG Admissions Tutors;
- (ii) that the recruitment team work with Departments to develop an admissions statement to ensure that the 2008 entry cohort is aware of the College's position on the diploma;
- (iii) that awareness of these issues within the College would be raised;
- (iv) that information on approved diplomas in other regions would be collated;

- (v) that information on approved curriculum to be gathered;
- (vi) that relevant departments be encouraged to liaise with Diploma deliverers and encouraged to engage with curriculum development.

Noted:

that the input of the Educational Studies Department would be sought in further developments of this issue.

## 15 PORTFOLIO REVIEW

Received:

a report from the Portfolio Review Working Group (07-332).

Noted:

- (i) a minor amendment to the composition of the Working Group (ie Carrie Paechter was not a member of this group);
- (ii) that all programme approval processes should involve consultation with the Recruitment and Admissions, and the Communications team, to ascertain the market.

**Resolved:**

***to seek implementation of the recommendations set out in the Portfolio Review, with regard to the Undergraduate portfolio:***

- (i) that Departments be provided on an annual basis with data on course populations within programmes as part of their planning review and asked to make a case to retain optional courses that do not meet an agreed threshold;
- (ii) that Departments be encouraged to share good practice in the active management of their portfolios and development of their academic strategy.

***and with regard to the Postgraduate portfolio:***

- (i) that a curriculum/programme database of all courses and programmes should be developed and included in the new student record system; that this would assist the attribution of student numbers, income and costs between courses and programmes;
- (ii) that new programmes should be reviewed after 3 years against initial student number targets;
- (iii) that the change of programme title should be regarded as a significant amendment to a programme and, as part of the approval process, should be checked by Assistant Registrar (Programmes) to ascertain if there is overlap with existing programmes names; with the Head of Recruitment and Admissions for marketing purposes and that the External Examiner should be consulted to ensure the title of the award matches the learning outcomes.
- (iv) that the College should consider what information should be made available to Departments (and when) to inform their annual planning process, and how this is related to their analysis of admission, progression and completion data in Annual Programme Review.

**Resolved:**

that the Assistant Registrar (Programmes) would notify departments of the outcomes of the review.

**16 MEETINGS IN 2007-08**

**Noted:**

that the remaining meetings in the coming academic year would be held at 2.00pm on the following dates:

Tuesday 22 January 2008

Wednesday 23 April 2008

*JP*

*October 2007*